

February 27, 2003

Mark Troxel
Department of Design, Construction & Land Use
700 Fifth Avenue, Suite 2000
Seattle, WA 98104-5070

Re: 2002 Major Institution Master Plan Annual Status Report

Dear Mr. Troxel:

Per the requirements of Director's Rule 9-99, enclosed is Northwest Hospital's 2002 Major Institution Master Plan Annual Status Report detailing the progress the hospital has made in achieving the goals and objectives of our Master Plan.

Also enclosed is an electronic copy of the report via floppy disk. The MIMP annual review fee in the amount of \$1,300.00 has already been mailed to your attention. Please let me know immediately if you do not receive it.

During the 2002 reporting period, the hospital subleased a very small space outside the development area but within 2,500 feet of the MIO. A spreadsheet and map provided by DCLU are enclosed.

Please update your records to reflect my new mail stop from D-163 to "B-120". If you have any questions or need additional information, please call me at (206) 368-1402.

Sincerely,

Rose Dammrose
Director
Facilities, Property and Construction Management

Enclosure

Cc Cheryl Waldman, DCLU
John Shaw, DCLU
Steven Sheppard, DON
Brent Carson, Buck and Gordon

Cc NWH Internal Distribution:
Senior Management
Suzi Beerman
Shawn Rossiter



Major Institution Master Plan Annual Report 2002

I. Introduction

A. Major Institution: Northwest Hospital

B. Reporting Year: 2002

C. Major Institution Contact Information:

Rose Dammrose
Director of Facilities, Property & Construction Management
Northwest Hospital
1550 N. 115th St. "B-120"
Seattle, WA 98133
Phone: 206-368-1402
Fax: 206-368-1465
E-mail: Rose.Dammrose@nwhea.org

D. Master Plan Adoption Date and Date of Any Subsequent Amendments:

The Master Plan was adopted November 12, 1991. Amendments include:

- Daycare Addition – Minor – 12/92
- Daycare Entry – Minor – 1/94
- Gamma Knife – Minor – 2/93
- Chapel Addition – Minor – 4/93
- OR Addition – Exempted – 6/97
- Linear Accelerator Addition – Exempted – 6/99
- Emergency Department and Main Lobby – Exempted - 8/00
- MRI Addition - Exempted - 9/00
- Street Improvements Related to Future Development – Minor – 7/01
- Elimination of Master Plan Expiration Date – Minor – 7/01

II. Progress in Meeting Master Plan Conditions

A. Provide a general overview of progress made in meeting the goals and conditions of the approved Master Plan:

A groundbreaking date for the project has not been determined as of the date of this report. Northwest Hospital has completed the planning phase of the medical office building and parking garage development project. Both are major projects (phases I – III), as described in the Master Plan.

In addition, progress has been made with several of the other conditions of the plan, as described in this report.

In 2002, the hospital had continued success with its Transportation Management Program. The Metro #302 provided the hospital's staff and patients with a very convenient way to commute to work. We provided our staff with a free annual bus pass. We had a vast increase in carpooling and bus rider ship according to our Commuter Trip Reduction Survey results. Northwest Hospital was awarded the Diamond Award by King County's Commuter Challenge for its "Overall Parking Management" and for its commitment to reducing the number of single occupancy vehicles and providing alternatives to employees to high occupancy transportation. This is the 3rd Diamond award we have received as an organization.

The hospital continues to give more than \$4 million per year in charity care and support to the community, and provides support via health education, clinical research, senior programs, and to charitable organizations and school programs.

B. List each condition and provide a brief narrative statement about the progress made towards compliance:

Development Phasing

The hospital completed the planning phase of the medical office building and parking garage development project. The development is described in the Master Plan. A groundbreaking date has not been determined as of the date of this report.

Street Improvements/Traffic Mitigation

No new street improvements were made in 2002. All required street improvements will be made in conjunction with the construction of the Phase I-III major projects, per the conditions of the Master Plan.

Transportation Management Plan (TMP)

Northwest Hospital reported CTR survey results in issues of the Med-Info Community Newsletter.

During 2002, the hospital continued to implement measures to reduce the number of employees commuting to work in single occupancy vehicles. We had an 11.4% drop in SOV transportation by our employees. In many cases, the hospital

exceeded the requirements of the TMP elements described in the hospital's Master Use Plan. The following are some of the hospital's successes:

- Northwest Hospital continued its commitment to providing employees with Flex Passes and have issued 600+ passes as of August 2002.
- Our hospital Employer and Tenant Transportation Coordinator has continued to attend Commuter Network meetings. These meetings have resulted in Transit Partnerships, to include; shared vanpool and other ride share options.
- A two-day parking fair event was held at the end of August. This year's fair was the most successful in our history. We have excellent employee response and address numerous commuter options with the help of Metro Staff. Our fair include a demo van from King County's Van Share Department.
- We have created easy to understand parking pamphlets to help our employee navigate other commuter options.
- In December 2002, the hospital was awarded the Diamond Award for its efforts in Overall Parking Management.
- We have revamped our new hire orientation to aggressively promote HOV options. This program has received high marks from our employees.
- The hospital maintains a "guaranteed ride home" program for all employees commuting to campus by non-SOV modes.
- Free parking for carpoolers with two or more members is also provided, and a dedicated "carpool lot " located close to buildings was established in 1994, as an incentive for carpooling. Northwest Hospital now has two Vanpools running.
- We renewed our agreement with Metro and North Seattle Community College for our 24/7 custom Metro route #302 bus service, which provides service to our staff and community between the hospital campus, the Outpatient Medical Center, the Northgate Transit Center, and other key points.
- We have facilitated an in house service to clean our hospital vanpools every second month as an incentive to our vanpool participants.
- Northwest Hospital continues a 100% subsidy for the Flex Pass Program in addition to 75% subsidy for vanpools, cross sound foot ferry, and other transit providers to employees as an incentive to leave their vehicles at home.

Vehicle Emission Mitigation

No air quality studies have been required to date.

Storm Water/Drainage Control

Seattle Public Utilities is scheduled to perform an inspection of our storm water detention system in January 2003. The hospital Grounds Crew pruned some of the plant growth in the detention pond as recommended to keep the water from being impeded.

Access to Campus

No new driveways or interior road connections to N. 120th street have been constructed. All access to the main campus is via the N. 115th street entrance. We reopened an existing employee entrance and exit to our service drive to improve traffic flow at our main gate.

Solid Waste Disposal

The hospital reported to the community about its waste management plan twice during 2002, in the September/October 2002 and November/December 2002 issues of the Med-Info Community Newsletter.

In 2002, the hospital recycled approximately 85 tons of mixed paper and 5 tons of glass, cans, milk cartons and plastics. Overall, the Hospital removed more than 90 tons of material from the waste stream.

The hospital continued to use an outside company for the recycling/disposal of fluorescent lamps and batteries. In 2002, the hospital recycled 1,345 lamps and 1,720 batteries.

Air Quality

Since the medical waste incinerator was shut down in 1999, the hospital continued to use an outside company for the disposal of the hospital's medical waste. Last year, the hospital generated 26.9 tons of combined infectious waste and sharps.

Water Service

These conditions will be applicable upon the construction of the Phase I-III major projects.

Aesthetics

These conditions will be applicable upon the construction of the Phase I-III major projects.

Basic Construction Limitations

All contractors working on the hospital grounds comply with the noise and traffic restrictions per the Master Plan. Other conditions will be applicable upon the construction of the Phase I-III major projects.

Land Use Concerns – Decentralization, Policy Consistency and Process

Citizen Advisory Committee Composition/Activities: A CAC meeting was held on January 22, 2001.

CAC members are:

- Ennis Cooper Patient/Consumer/Neighbor Interests
- Dave Daly President of Evergreen Washelli Cemetery
- Faye Garneau Aurora Merchants Association
- Marilyn Holmes Patient/Consumer/Neighbor Interests
- Ruth Shipp-Dart Stendall Place Association
- Barry Samet Lichten Springs Community Council
- Ken Scheide Northwest Hospital Volunteer
- Louis Stanton Haller Lake Community Club
- Diane Tarr Seattle Police Dept. & Haller Lake Community Club

Charity Care Update: In 2002, Northwest Hospital gave more than \$4.1 million in charity care and support to the community. The hospital provided over \$2,800,000 in charity care to more than 47,000 patients. The hospital also provided approximately \$1,300,000 in clinical research and community services.

Information regarding charity care and community service for 2001 provided by Northwest Hospital was presented in the November/December 2002 issue of the Med-Info Community Newsletter.

III. Major Institution Development Activity Initiated or Under Construction Within the MIO Boundary During the Reporting Period

A. List & Describe Development Activity Initiated or Under Construction (Non-Leased Activity):

A groundbreaking date has not been determined yet. Northwest Hospital completed the planning phase of the medical office building and parking garage development project. Both are major projects (phases I – III), as described in the Master Plan.

B. Major Institution Leasing Activity to Non-Major Institution Uses:

1. Non-Major Institution Leasing Activity During the 2000 Reporting Period:

Building Name: Medical Arts Building
Address: 1530 N. 115th St.
Use: On-campus medical office building

Lease SF: There were no “Non-Major Institution Uses” in this building in 2002. The hospital leased approx. 25% of the building for its own use, and the remainder of the building housed independent physician practices and other medical-related businesses associated with the hospital.

NWH Use Sq. Ft.:	7,242
Ind. Phys. Tenants:	20,043
<u>Retail/Cafe Sq. Ft.:</u>	<u>2,243</u>
TOTAL sf:	29,528

Building Name: Medical Office Building
Address: 1560 N. 115th St.
Use: On-campus medical office building
Lease SF: There were no “Non-Major Institution Uses” in this building in 2002. The hospital leased approx. 69% of the building for its own use, and the remainder of the building housed independent physician practices and other medical-related businesses associated with the hospital.

NWH Use Sq. Ft.:	39,255
Ind. Phys. Tenants:	18,025
<u>Retail/Cafe Sq. Ft.:</u>	<u>134</u>
TOTAL sf:	57,280

Building Name: Professional Building
Address: 1570 N. 115th St.
Use: On-campus medical office building
Lease SF: There were no “Non-Major Institution Uses” in this building in 2002. The hospital leased approx. 61% of the building for its own use, and the remainder of the building housed independent physician practices and other medical-related businesses associated with the hospital.

NWH Use Sq. Ft.:	8,437
Ind. Phys. Tenants:	5,301
<u>Retail/Cafe Sq. Ft.:</u>	<u>0</u>
TOTAL sf:	13,738

IV. Major Institution Development Activity Outside but within 2,500 Feet of the MIO District Boundary

A. Land and Building Acquisition During the Reporting Period:

During 2002, Northwest Hospital did not enter into any land or building acquisitions beyond the major institutional overlay district, or within the 2,500' radius of the hospital, as specified in the Master Plan.

B. Leasing Activity During the Reporting Period:

During 2002, Northwest Hospital entered into a sublease agreement beyond the major institutional overlay district, or within the 2,500' radius of the hospital, as specified in the Master Plan and described below:

Building Name:	Northwest Federal Credit Union Building
Address:	11027 Meridian Ave. N. Suite 100, Seattle, WA 98133
Owned/Leased:	Subleased from Seattle Gastroenterology Assoc.
Use:	Blood Draw Station
Lease SF:	62 square feet

V. Progress in Meeting Transportation Management Program (TMP) Goals and Objectives

A. Provide a general overview of progress made in achieving the goals and objectives contained in the TMP towards the reduction of single-occupant vehicle use by major institution employees, and staff and/or students:

Northwest Hospital signed its five annual agreement with Metro, Sound Transit and North Seattle Community College to continue providing the custom bus service. Route #302 provides service between the hospital campuses, the Outpatient Medical Center, the Northgate Transit Center the Northgate Mall, and other key points.

Northwest Hospital is in its sixth year of providing the Flex-Pass program, allowing staff a better opportunity to use Metro to commute to work. The hospital provides a 100% subsidy to cover the Flex Pass program cost. This exceeds the TMP subsidy requirement of 75%. A 75% subsidy also covers other bus service providers and walk-on ferry passes.

Northwest Hospital reported its Commuter Trip Reduction Survey results in the its *Team Northwest Newsletter*. *We had an 11.4% increase in HOV use.*

Goal 1 - To make a substantial commitment to the Transportation Management Program.

Commitment to the Transportation Management Program continues each year. The hospital entered its sixth year as joined forces with Metro for a custom shuttle service serving the Northwest Hospital campus, Northgate Mall and the Northwest Outpatient Medical Center. Northwest Hospital continues its Flex Pass subsidy of 100%, while maintaining a 75% subsidy for vanpools, walk-on ferry passes and other transit provider programs.

Goal 2 - To reduce the percentage of all employees, including doctors who commute to work by single occupant vehicles, to seventy percent.

Northwest Hospital continues to promote a number of programs described in the TMP, such as carpooling; bike riding, vanpool use, and the use of transit and/or the shuttle. Our drive alone rate for 2002 according to our CTR Survey Report is 68%.

Goal 3 - To minimize adverse impacts of Northwest Hospital campus related on-street parking on neighborhood residences and businesses, consistent with the requirements of the Major Institutions Code.

The City of Seattle has changed the parking requirements on 120th street to two-hour parking zones; therefore Northwest Hospital staff cannot park in those areas.

Goal 4 - To provide for enforcement of the TMP elements.

Northwest Hospital has maintained a fee for parking policy using signage, security surveillance, and staffed controlled access gates.

Goal 5 - To ensure that all program elements can be effectively implemented, monitored, and updated.

Annual analysis and budget reviews are used to continuously search for new and updated ways to reduce the number of SOV users.

The following are the elements of the TMP:

Transportation Management Administration

Northwest Hospital's Transportation Management Administration's ETC (Employee and Tenant Transportation Coordinator) is Sue Hunt (206-368-1200). The ETC is active in the annual budgeting process to fund the transportation management programs. Working with the community, the City of Seattle, and Metro, Northwest Hospital continues to make efforts to find alternatives to SOV commuting.

Periodic Promotional Events

Northwest Hospital sponsors periodic promotional events that promote alternatives to SOV travel to the hospital campus. Some of the programs are campaigns, transportation informational fairs, and employee e-mail informational ads, and new hire orientation. For the 2002 survey, prizes were awarded to employees who participated in filling out the information regarding their commute modes by a drawing through the volunteer office at Northwest Hospital. Northwest Hospital also informs the surrounding community by publishing our TMP updates in the Team Northwest Newsletter, which encourages employees and patients to use Metro's # 302 custom bus service and alternate modes of transportation for their visits/work at Northwest Hospital's campus.

Commuter Information Center

Northwest Hospital maintains a commuter information center in the main hospital lobby providing the name and phone number for the ETC. Details and time schedules for the campus shuttle service route is posted in all of the medical office buildings, on and off campus. These schedules have been enlarged to assist the elderly and vision impaired participants. In addition, schedules are maintained in the Commuter Services office to assist employees for custom tailored route schedules. We promote the use of Metro's Ride Share Web site for employees and tenants to create carpools.

Strategies to Reduce Peak Period Single Occupancy Vehicle (SOV) Use

The hospital continues to work with Metro's marketing division, which effectively enhances the custom bus service. Two buses run simultaneously north and south, every half-hour, providing employees and patients with fast, efficient service. The organization of this program includes a 100% subsidy, which greatly increases the potential for employee participation.

Carpool/Vanpool strategies remain one of the most viable means of SOV reduction. The hospital used the ride-match program through Metro www.rideshareonline.com as an integral part of the hospital-sponsored transportation fairs. Through the "Networking Group" chaired by Metro, the hospital helps support our local Northgate area ETC's with their ride matching needs. Northwest Hospital maintains assigned carpool parking spaces for staff that commute via carpools and vanpools. Vanpools are subsidized at 75% as an incentive for creation and continued use. All transportation methods other than SOV have a "guaranteed ride home" in the event of an immediate emergency. The hospital also provides a covered shelter for bicycles and mopeds.

Parking Management

As of 2002, we are able to track employee/tenants who are using their badges to access the parking gate system through our Data Base *Scan Net* and then cross-

reference their pay status through our *Parking Web System*. We also are using *VIPS* through the State of Washington to be able to trace vehicle license plates for vehicles that are not parked appropriately or are not complying with Parking Policies.

Tenant Participation

Tenant parking is restricted to clearly marked areas within each parking lot, which is monitored by Security and Parking personnel.

Reporting

An annual report was prepared by our ETC. We also reported progress of our TMP in the *Team Northwest* Newsletter.

Program Evaluation

The most recent survey for program evaluation was conducted in 2002 with the following report analyses: SOV: 67%-Carpool 19%-Vanpool 1%-Bus 8%-bicycle 1% Walk-2% Other Modes-2%. The mode-split information represents employees who regularly arrive between 6 and 9 AM three or more days a week, corresponding to the target population as presented in the hospital's TMP and the Master Plan Final Conditions of Approval. A copy of the 2002 mode split survey is attached for your review.

TMP File Number:

For Office Use Only

CITY OF SEATTLE
TRANSPORTATION MANAGEMENT PLAN (TMP)
REPORT for the period ending 12/31/02

WORKSITE DESCRIPTION

1. Building/campus name Northwest Hospital

2. Building/campus address/zip 1550 North 115th Street

3. Owner/developer/property manager Shawn Rossiter, Facilities Operations Supervisor

4. Official contact address/zip (if different than site) N/A

5. Official phone
number: (206) 368-1742

6. Official fax
number: (206) 368-1465

7. What is the
primary business
at this worksite?

☐ agriculture, forestry,
fishing, mining

☐ finance, insurance,
real estate

☐ Construction

☒ Health care

☐ educational institution

☐ Information services/
Software

☐ Transportation

☐ Retail/trade

☐ Manufacturing

☐ services

☐ public utilities

☐ Government

☐ Other

Sue Hunt

8. Building Transportation Coordinator (BTC) name

9. BTC Address/zip (if different than site)

10. BTC phone
Number: 206-368-1200 numbers:

11. BTC fax
(206) 368-1465

12. BTC email address: shunt@nwhsea.org

PARKING INFORMATION		
	On-Site	Remote or Satellite
13. Average number of monthly Single Occupant Vehicle permits issued:	436 estimated	88 estimated
14. Total parking stalls provided:	1,078	
15. Numbers of carpool stalls provided:	56	0
16. Numbers of vanpool stalls provided:	2	0
17. Numbers of visitor (short-term) parking stalls provided:	738	200+
18. Numbers of disabled parking stalls provided:	37	25
19. Average # of carpool permits issued each month:	156	5
20. Average # of carpool participants each month who work in your building/campus:	312	10
21. Average # of vanpool participants each month who work in your building/campus:	13	0
22. Average # of vanpool permits issued each month:	2	0
23. Lowest monthly parking rate charged to any tenant:	\$30	
24. Monthly Single-Occupant Vehicle Rate:	\$30	
25. Monthly Carpool Rate:	\$no parking fees	
26. Monthly Vanpool Rate:	\$no parking fees	
27. Other Relevant Parking Rates:	Public:.5hours free 1hr-\$2, 2-hours\$3, 3hour-\$4, 4+hours \$5	

SITE CHARACTERISTICS AND AMENITIES			
578,970	18%		
28. Gross square footage See comments	29. % of building/campus leased 2,140		
30. # tenant companies ¹	31. total # site occupants/employees		
¹ If site has tenant companies, attach a list with the following information for each tenant company: company name, Number of employees, number of parking spaces in lease, contact name.			
32. If site is a School:			
	# Of Staff	# of Faculty	Average # of Students

33. If eligible, how many employees are TMP exempt? N/A
34. Showers for bicyclists on-site: ☒ yes ☐ no 35. Clothes lockers on-site: ☒ yes ☐ no
36. Bike rack on-site: ☒ yes ☐ no If yes, how many bikes can be accommodated? 20
- Location of bike racks: West side of Cafeteria / East side of D-Wing

BUILDING OR CAMPUS COMMUTE MODE SPLIT SURVEY INFORMATION²

- | | | |
|------------------------|----------------------------|---------------------|
| 37. SOV: <u>67%</u> | 38. Carpool/Hov <u>19%</u> | 39. Bus: <u>8%</u> |
| 40. Vanpool: <u>1%</u> | 41. Bicycle: <u>1%</u> | 42. Walk: <u>2%</u> |
| 43. Drop off: _____ | 44. Unknown: <u>2%</u> | |

²Use data from your building's most recent commuter survey results. The sum of all commute modes should equal 100%.

PROGRAM ELEMENTS/ACTIVITIES

Building Transportation Coordinator:

Required Element: The city TMP requires your organization to appoint a Building Transportation Coordinator (BTC).

45. Where is name/phone of BTC displayed? Commuter Information Center in the Hospital's main lobby.

Promotions/Marketing

Required Element: The TMP requires distribution of information to promote HOV commuting.

Attach a printed piece from each activity below that was implemented:

46. Do you provide HOV commute information to tenants? ☒ yes ☐ no

47. If yes, what types of commute information and how often are they distributed?

Monthly e-mail to all employees, Hospital newsletter (3 times a year), Employee orientation, ride match information distributed to all employees

Last transportation fair held: August 2002 TMP Program Elements:

Your TMP requires your site to implement measures designed to reduce SOV commuting, some of which may be listed below. Please refer to your TMP specific requirements. Note all elements that have been implemented and offered to site occupants (please also include any that are in addition to those required) below:

48. Guaranteed Ride Home Program: ☒ yes ☐ no

49. Transit Fare Subsidy: ☒ yes ☐ no

Monthly subsidy amount: \$ 100% Average # of transit subsidies provided each month: 600

50. Other Incentives (please describe: attach an additional sheet if necessary):

Custom bus service provided between campus, Northgate Transit Center, North Seattle Community College, & Outpatient Medical Center. Telecommuting program in place. Compressed work week offered (4 days / 40 hours. NWH Flex-pass in place.

Comments:

The mode split information is derived from the 2002 survey. This survey represents employees who regularly arrive between 6 and 9 AM three or more days per week over a period of a year. Master Plan conditions do not require tenant employees to participate in the TMP. A survey completed in March 2002 indicated that the total number of employees was 1,748 full and part-time statuses, all shifts including those whom are employed at Northwest Hospital's Outpatient Medical Center. The next survey will be done in March 2003. Two vanpools are now in existence.

COMMITMENT STATEMENT

I am the Building Transportation Coordinator and certify that the information provided is true.

Building Transportation Coordinator Name (please print)

Building Transportation Coordinator signature

Date

Mail your completed report to the address below. You may fax your report in order to meet your deadline. However, you must follow up by mailing the original.

Fidel Alvarez
SeaTran
600 Fourth Avenue, Suite 410
Seattle, WA 98104-1879
Fax: 470-6937
Phone: 684-7576

Major Institution Reporting Period: 2002

Development Activity Within the Major Institution Overlay Boundary

New Non – Leased Activity

Name of Building and Address (or Other Means of Locating the Property or Site))	Proposed Uses(s)	Size – Gross Square Footage

Total Gross Square Footage:

Major Institution Reporting Period: 2002

Development Activity Within the Major Institution Overlay Boundary

Leasing Activity to Non-Major Institution Uses

Leasing Activity to Non-Major Institution Uses on December 31, 2002

Name of Building and Address (or Other Means of Locating the Property or Site)	Previous Use(s) and Proposed Use(s)	Size – Gross Square Footage of Leased Area

Total Gross Square Footage:

Leasing Activity to Non-Major Institution Uses 2002

Name of Building and Address (or Other Means of Locating the Property or Site)	Previous Use(s) and Proposed Use(s)	Size – Gross Square Footage of Leased Area

Total Gross Square Footage:

Major Institution Reporting Period: 2002

Development Activity Outside but Within 2,500 Feet
of the Major Institution Overlay Boundary

Land and Building Acquisition on December 31, 2002				Land and Building Acquisition 2002		
Name of Building and Address (or Other Means of Locating the Property or Site)	Previous Use(s) and Proposed Use(s)	Size – Gross Square Footage of Land or Building		Name of Building and Address (or Other Means of Locating the Property or Site)	Previous Use(s) and Proposed Use(s)	Size – Gross Square Footage of Land or Building
Total Gross Square Footage:				Total Gross Square Footage:		

Major Institution Reporting Period: 2002

Development Activity Outside but Within 2,500 Feet
of the Major Institution Overlay Boundary

Leasing Activity on December 31, 2002				Leasing Activity 2002		
Name of Building and Address (or Other Means of Locating the Property or Site)	Previous Use(s) and Proposed Use(s)	Size – Gross Square Footage of Leased Area		Name of Building and Address (or Other Means of Locating the Property or Site)	Previous Use(s) and Proposed Use(s)	Size – Gross Square Footage of Leased Area
				Northwest Federal Credit Union	Blood Draw Station	62 sq. ft.
Total Gross Square Footage:				Total Gross Square Footage: 62		